



GUIDANCE FOR LABORATORY TESTING FOR RESPIRATORY VIRUSES

- Email flutestkit@adph.state.al.us
- Enter in subject line “flu test kit”
- Explain in the body of email what you need. (For example, the entire flu test kit or individual item like cooler, ice packs, Dacron swabs, viral/universal transport media, etc.)

HOW DO I PACKAGE THE SPECIMEN?

1. Place swab or aspirate into viral/universal transport media.
2. Break the swab shaft off low enough for the cap to screw on tightly.
3. Label the transport tube with the patient's name and specimen source.
4. Refrigerate specimen(s) until ready to ship to the laboratory as described above.
5. Place the media tube into a sealable plastic bag with absorbent material and place in styrofoam box. More than one media tube may be placed in the plastic bag. A canister may also be used.
6. Place a frozen cold pack on top of the specimen(s).
7. Place the styrofoam lid on the box.
8. Place the printed form from the web portal (or completed requisition form, alabamapublichealth.gov/bcl) in a separate sealable plastic bag and place on the cooler in the box. (Make sure your facility name is included.)
9. Close and seal the cardboard box.
10. Place the appropriate shipping labels on the box: address label and UN 3373 (biological substance) label if not already on the outer box.

HOW DO I SUBMIT THE SPECIMEN?

- Log in to the facility's state lab's web portal account and generate a requisition for shipping. You will receive the patients' results electronically.
- If you have not signed up for the web portal yet, contact the BCL to establish an account. (334-290-6130 or limssupport@adph.state.al.us)
- Alternatively, you may complete the ADPH BCL requisition form, but your results will be mailed.
- Note that refrigerated specimens must arrive at the laboratory within 3 days of collection.

HOW DO I SHIP THE BOX?

- You may ship the package on Monday through Thursday to:
Bureau of Clinical Laboratories
204 Legends Court
Prattville, AL 36066
- You may take the box to your local county health department to be placed into the courier system Monday through Friday. The specimen **MUST** be properly packaged before taking to the county health department. Coordinate delivery prior to arrival to meet daily shipping cut-off times.

UNSATISFACTORY SPECIMENS

- Specimens received warm or hot because of missing or melted ice packs
- Specimens in media other than viral/universal transport media
- Dry swabs (not in transport media)
- Expired transport media
- Specimens that were collected and stored longer than 3 days
- Specimens without patient identification
- Specimens where required CLIA demographics cannot be obtained
- Incomplete lab slips

HOW DO I GET THE RESULTS?

- All influenza tests submitted using the secure web portal and associated printed forms will receive PCR results electronically upon completion.
- PCR results for influenza tests submitted using the ADPH BCL requisition form will be mailed.

INFLUENZA TESTING & SURVEILLANCE CONTACT INFORMATION

- For more information about specimen collection, please go to <https://www.alabamapublichealth.gov/flu/lab-testing.html> or call 334-290-6186.
- For more information about influenza surveillance, please go to alabamapublichealth.gov/flu or call 1-800-338-8374.



ADPH

RESPIRATORY VIRUSES

COLLECTION KIT ORDERING FORM

Please order one month's supply of material.

You may order complete kits or items individually.

Please allow one week for shipments to be delivered.

NUMBER ORDERING	ITEM
	Complete Specimen Collection Kits

NUMBER ORDERING	INDIVIDUAL ITEMS NOT IN A COMPLETE KIT
	Styrofoam Cooler and Cardboard Shipping Boxes
	Dacron Swabs
	Ice Packs
	Plastic Zip Lock Bags
	UN 3373 Biological Substance Labels
	BCL Test Requisition
	Viral Transport Media Vials

SHIP TO	
Practice Name:	
Contact Person:	
Contact Person's Phone Number:	
Physical Address:	Street Address:
	Suite # or Building #:
	City and Zip Code:

Fax the completed form to 334-285-6831 or email your request to: flutestkit@adph.state.al.us

For more information about influenza surveillance, please go to alabamapublichealthgov/flu or call 1-800-338-8374.

For more information about specimen collection, please go to <https://www.alabamapublichealth.gov/flu/lab-testing.html>, or call 334-290-6186.